Dewis Cymru
Have choice and take control

How to register with Dewis Cymru to add your resource

Step 1 – to register:

1. From the home page, click the register button to navigate to the 'Create a New Account' page. www.dewis.wales

2. **Display Name:** This will be your username when you log into the site; please use your name or your first name initial and surname

3. **Email:** This is the email address that you want the site to use to communicate with you. The site will verify this email during registration

4. **Password:** Minimum of 7 characters long with at least one capital letter and one 'non-letter/number' symbol included e.g. 'Summer!' would work but 'Summer1' would fail validation

5. **Security Question:** Your choice; this will be used to ensure security of your sign-in and if you need to recover your password

6. **Local Authority:** Which County are you based in?

Step 2 - Three Easy Steps to Add Your Resource

Three Easy Steps to Add Your Resource to Dewis Cymru

1. **Register with the site**
   - www.dewis.cymru Welsh language
   - www.dewis.wales English language

2. **Add your resource information on the 'Add/ Edit Resources' page**
   - Don't forget to complete all mandatory fields
   - click on the help logo for more information
   - You can save your work at any time by clicking 'Save changes'
   - There is a 'Welsh text' tab on the add your resource page
   - When your information is complete tick the 'Ready for Publishing' box
   - The site has a security check at this point and someone will publish your resource or get in touch with you to discuss your information

3. **Editing your resource information**
   - You can use the 'Resources I am responsible for' link on the 'Add/Edit Resources' page to change/ edit your information
   - If your resource has been published, you can still amend it. Your resource will then be sent for approval. It will be visible in the system once approved.

If you need help and support, use the 'Contact us' tab at the top of the page. A member of the Dewis Cymru team will be in contact.